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Staff Council Meeting Minutes

Human Resources

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# Staff Council Meeting Minutes

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**Georgia Southern University**  
**Staff Council**  
**May 20, 2009**

**Members Present:** Jo-Lyn Bender, Amber Blair, Cindy Durden, Jane Harkleroad, Allison Hood, Bryan Hooks, Laura McCullough, Paul Michaud, America Minc, Linda Smith, Krey Tinker, Janet Walker, Alan Woodrum, Michael Waters, Kent Tatum, Kimberly Robinson, Sandy Seibel

**Absent:** Patricia Hendrix, Nicki Newton, Laura Saunders

Call to order at 9:00am in the Marvin Pittman Conference Room.

**April Minutes Approved**

Amber Blair will remove Sandy Seibel as in attendance from the April meeting, as she was listed as present in error. Jane Harkleroad made the motion to accept the minutes with the corrections. Alan Woodrum provided the 2<sup>nd</sup>. Minutes were approved with only 1 change.

**Smoke Free Campus Initiative- America Minc**

America Minc presented her proposed campaign for a smoke-free campus. It was shared that smoking affects the bottom line qualitatively and quantitatively. The campaign may have a 1-3 year implementation time. There was discussion of the benefits of a smoke-free campus. We need a specific policy on smoking to be written. A smoke-free campus will require a change in culture. We reviewed other college policies in Georgia and across the United States. The campaign phases may include smoking cessation programs for employees and ear-marked funds from infraction fines. Action Items for this campaign include: 1. Forming a smoke-free initiative subcommittee (those interested should email America). 2. Addressing the Faculty Senate with the proposed campaign and 3. Addressing SGA with the proposed campaign. Amber Blair, Laura McCullough and Allison Hood expressed initial interest in serving on this sub-committee.

**Council Guidelines and Bylaws**

There was a discussion of reducing the number of council members from 22 to 13. We discussed the length of member terms, based on an academic year v. the calendar year. B. Hooks suggested having some current 2<sup>nd</sup> year members stay on a 3<sup>rd</sup> year to ease the transition.

**Treasurer Report**

Michael Waters gave a treasurer report and indicated that the catering, water and plaque expenses are still outstanding costs. We started with a budget of \$13800 and currently have a balance of \$4594.76 (not including the previously-mentioned charges yet to be deducted).

We will need to order a name badge for Allison Hood. Amber Blair will submit and email request to M. Waters for processing.

With the impending council name change to Staff Council, council name badges will need to be redone to say "Staff Council" rather than "Personnel Advisory Council." A. Blair will contact Anita Thurson about redoing the labels. Council members will mail their badges to M. Waters Box 8012 for assembly. Members are asked to keep the magnet portion and send only the name badge portion to Michael.

#### **Human Resources-Paul Michaud**

P. Michaud discussed ADP modules and e-time for employee leave. So far 350 employees have been trained. Letters will be sent home this week to all employees explaining how to register for the new ADP and e-time. Employees who fail to register will not be paid after July 1st.

Everyone will have to "clock" in. Only a select few departments will still have time stamp machines. Some departments may designate an area for logging in to e-time. Non-exempt employees should log in to e-time daily. Exempt employees should enter only their leave taken, as they are paid by exception. There is the possibility of limiting the amount of accrued comp time for Non-exempt employees to a maximum of 60 hours. P. Michaud explained the gradual conversion of some casual labor to benefitted employees through internal promotions. There was an explanation of the Fair Labor Standards Act, and P. Michaud indicated the campus will receive a written policy soon.

Hire on Demand (HOD) has been very successful for hiring students and casual labor. Jamie Thomas is in charge of the program. Jamie interviews them from the specific pool, and the department has a choice of hiring them or waiting on the completed background check.

Georgia Works offers FREE employees for 8 weeks. Departments should contact Demetrius Bynes for additional information.

Reporting for FMLA leave will become uniform and consistent. New policies, forms and procedures will be forthcoming. The shared leave system will also be re-written.

An HR 101 Class is coming soon to explain all of the new policies. The grievance policy is also being altered. A new online learning system is being implemented in the near future so that employees can access learning opportunities from their computers.

#### **Dr. Grube**

Met with the council and presented his approval of the official change of the council name to "Staff Council." To promote this name change, A. Blair will notify the campus through GSINFO, and Marilyn Bruce will make the announcement through GSNEWS. We will begin the process of changing letters, publications and websites accordingly to reflect "Staff Council."

Dr. Grube discussed the position of Provost and budgetary items.

Meeting adjourned 11:11am.

Professionally submitted,

Amber Blair

Secretary